



## ***JOB POSTING***

**Position:** Part-Time Night Dispatcher  
**Reports To:** Office Manager

**Dept:** Transit Utility  
**FLSA:** Non-Exempt

---

**Position Responsibilities (include but are not limited to the following):**

- Maintains radio communications
- Schedules ADA trips
- Dispatches incoming calls
- Responsible for system safety and security as instructed

**Knowledge, Skills, and Abilities Required:**

- Knowledge of policies, procedures and practices that impact the department.
- Ability to work well with others and to assist others cooperatively and courteously.
- Working knowledge of DOT regulations.
- Ability to answer multiple phone lines.
- Organizational skills.
- Ability to prioritize assignments.
- Detail oriented.
- Good written and oral communication skills.
- Working ability to operate standard office equipment.

**Minimum Qualifications:**

**Education/Training**

- High school diploma or G.E.D. certificate

**Working Conditions:**

- Office Setting

**Physical Requirements:**

- Finger dexterity required to manipulate objects and use a keyboard
- Ability to see within normal parameters
- Ability to hear within normal range

*Internal Candidates* must complete and submit a Job Interest Form, attaching a current resume, to the Human Resources Department. Job Interest Forms are available for download on the City's Intranet site under HR section/Forms & Resources or you may contact HR at 244-2324.

**How To Apply:** Applications/Resumes and professional references will be accepted in person or by mail, fax or email your resume to: City of Terre Haute, Human Resources, 17 Harding Ave, Terre Haute, IN 47807

Confidential Fax: 812-244-2302 Email: [HR@terrehaute.in.gov](mailto:HR@terrehaute.in.gov)

*Applications will be accepted until the position is filled.*